

# *Interagency Committee for Change by Women*

## *ICCW*

**BYLAWS** (as amended 10/97 and 5/05 and 01/06)

### ARTICLE I: NAME

Established by Executive Order of the Governor, this organization shall be known as the "Interagency Committee for Change by Women" (ICCW).

### ARTICLE II: PURPOSE

The purpose of ICCW is to create positive change for all state employees by promoting the full participation of women in state government. All ICCW activities must fall within the parameters of this purpose.

### ARTICLE III: MEMBERSHIP

Section 1: Each state agency shall have one representative and at least one alternate, appointed by the agency director. Each represented agency shall have one vote, regardless of its number of representatives. Agency representatives shall be appointed for one- or two-year terms, at the discretion of the agency director, beginning in September.

Section 2: Agencies and offices not under the jurisdiction of the Governor shall be invited to participate as outlined in Section 1 above.

Section 3: These state agency members make up the ICCW Committee of the Whole.

### ARTICLE IV: OFFICERS AND ELECTED POSITIONS

Section 1: Chair - Appointed by the Governor. The chair shall preside at the monthly meetings of the committee of the whole and oversee the activities of ICCW. The chair shall act as an ex-officio member of each subcommittee.

Section 2: Vice-Chair - Elected annually by a majority of the votes cast. The vice-chair shall serve in the chair's absence and assume all associated authority and duties. The vice-chair ensures newly elected officers and subcommittee chairs receive the necessary files from their predecessors. (See Section 12 below.)

Section 3: Historian - Elected annually by a majority of the votes cast. The historian shall maintain records identifying the work of ICCW and perform research as needed regarding the past work of ICCW.

Section 4: Treasurer - Elected annually by a majority of the votes cast. The treasurer shall maintain the finances of ICCW and perform research as needed regarding ICCW spending.

Section 5: Secretary - Elected annually by a majority of the votes cast. The secretary shall record and distribute the minutes of each monthly meeting of the whole at least three (3) days prior to the next monthly meeting. The secretary shall serve in the absence of both the chair and the vice-chair, and assume all associated authority and duties.

Section 6: Resignations - Upon the resignation of an officer, the chair shall appoint a representative to fulfill the duties and responsibilities of the position until the next election of officers.

Section 7: Removal from office – If any of the above-named officers fail to perform the agreed-upon duties of their position, the committee of the whole may remove that officer from duty and elect a replacement.

Section 8: Attendance – Any officer missing three consecutive Planning Subcommittee meetings (as defined in Section 10 below) may be subject to dismissal.

Section 9: Changeover of officers – No later than September of each year, there shall be a required joint meeting for outgoing and incoming officers.

Section 10: Subcommittees - Standing subcommittees shall be defined during the annual goal-setting meeting. There shall always be a Planning Subcommittee. The members of each subcommittee shall select the subcommittee's chair with the exception of the Planning Subcommittee. The ICCW Chair shall be the chair of the Planning Subcommittee. The members of the Planning Subcommittee shall be all elected and appointed officers including the subcommittee chairs.

Section 11: Subcommittee chairs must submit a monthly report updating the committee of the whole on the progress of that subcommittee. An annual report of each subcommittee's goals and accomplishments must be submitted to the chair and historian by September 1 of each year.

Section 12: Each exiting officer and subcommittee chair must leave a summary of key points for each successor, as well as a list of items in progress, items to follow-up on, and useful electronic files. The exiting vice-chair is responsible for making sure this is done.

#### ARTICLE V: ELECTIONS AND VOTING

Section 1: Elections for officers shall be held annually in June.

Section 2: A call for candidates shall be made at least 30 days prior to the election. Any candidate for elected office shall have served on ICCW for no less than four months prior to election of officers. Each candidate for office must read and sign the position description for that office.

Section 3: At least one week prior to the election, candidates must submit a written statement via e-mail to the chair as to their qualifications and interest in the office. The chair will e-mail these statements to the committee of the whole.

Section 4: Voting – Voting for officers will be conducted via written ballot during the June monthly meeting of the committee of the whole. Those unable to attend the voting meeting may vote by e-mail, as facilitated by the chair. Agencies who will not have a representative at the voting meeting should notify the chair prior to the meeting. E-mailed votes must be received by 5:00 pm on the day of the vote. If an agency is represented at the meeting by its voting or alternate member, an e-mail vote from that agency will not be counted. Each agency has one vote in accordance with Article III. E-mail voting applies only to voting for officers. A handwritten vote with the voter and agency identified on it will also be accepted under the same criteria.

Section 5: All written or e-mailed ballots must be counted and verified by two members of the Planning Subcommittee.

#### ARTICLE VI: MEETINGS

Section 1: There shall be a meeting of the committee of the whole at least monthly from September through June each year. The chair shall determine the time and place of the meetings. Additional meetings, if necessary, may be called subject to the discretion of the chair or the Planning Subcommittee. The Planning Subcommittee shall determine who is responsible for preparing each meeting's agenda, and delegate such authority.

Section 2: Representatives from ten agencies, present at the meeting, shall constitute a quorum for the purposes of conducting a vote. Included in the quorum count are those individuals attending the meeting via conference call, polycom, or other electronic means. Each of these individuals is entitled to vote as outlined in Article III.

Section 3: A goal-setting meeting shall be held annually.

#### ARTICLE VII: AD HOC COMMITTEES

Ad hoc subcommittees may be established for special projects. All subcommittee criteria apply to ad hoc subcommittees.

#### ARTICLE VIII: EXPENDITURES AND REIMBURSEMENT

Section 1: Two elected officers must sign an ICCW check for the purposes of payment or reimbursement to an individual.

Section 2: An individual seeking reimbursement from ICCW cannot be one of the two elected officers signing the check. The Treasurer must be one of two people signing the check, unless it is the Treasurer being reimbursed.

#### ARTICLE IX: PARLIAMENTARY AUTHORITY/PROCEDURE

The rules contained in "Roberts Rules of Order, Revised" shall govern ICCW in all cases in which they are applicable and consistent with these Bylaws.

#### ARTICLE X: ACTION PROCEDURE

Each subcommittee chair shall present any desired action item to the committee of the whole. The action shall then be voted on and approved by a simple majority.

#### ARTICLE XI: AMENDMENTS TO BYLAWS

Amendments to these Bylaws require a two-thirds majority vote of the member agencies in accordance with Article III. Nonsubstantive changes, such as spelling, capitalization, and formatting errors, may be made without a vote.